

Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?

- There are 5 types of Conditional Formatting visualizations available:
 - Background color shading (of cells)
 - Foreground color shading (of fonts)
 - Data bars
 - Icons
 - Values

2. How to insert a border in Excel with Format Cells dialog?

- Click Home → Cells → Format → Format cell
- Pick Draw Borders for outer borders or Draw Border Grid for gridlines.
- Click the Borders arrow → Line color arrow, and then pick a color.
- Click the Borders arrow → Line Style arrow, and then pick a line style.
- Select cells you want to draw borders around.

3. How to Format Numbers as Currency in Excel?

- Select the cells that you want to format
- In the Number group on the Home tab → click the down arrow in the Number Format box.
- Choose either Currency or Accounting.

4. What are the steps to format numbers in Excel with the Percent style?

- On the Home tab, in the Number group → click the icon next to Number to display the Format Cells dialog box.
- In the Format Cells dialog box, in the Category list → click Percentage.

5. What is a shortcut to merge two or more cells in excel?

- Click the first cell and press Shift while you click the last cell in the range you want to merge. Important: Make sure only one of the cells in the range has data.
- Click Home > Merge & Center.
- To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.
- Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.

6. How do you use text commands in Excel?

- On the Home tab, in the Number group, click the arrow next to the Number Format box, and then click Text.